

WordPerfect[®]

for the Amiga[®]

Update Pages

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■ Introduction

The information in these pages describes changes made to WordPerfect 4.1 for the Amiga in this update release. The documentation in the manual has not yet been updated, so please make special note of these changes in your manual.

■ Installation

The WP and Print update diskettes that came in this package contain separate installation programs. You will find HDInstall.WP on your WP diskette and HDInstall.PRT on your Print diskette.

Important: All WordPerfect products for the Amiga share programming instructions that are held in a common file called WP.Library. You must update this file so that your programs (Print, WP, and Library) work together properly. The installation programs do this for you automatically. In most cases, it will be easier to use these installation programs than to install WP and Print on your own. Please read the information below to choose the best installation method for you.

Floppy Disk Users

If you are using WordPerfect on a 1 or 2 floppy drive system, you do not need to use the installation programs. Make at least one work copy of the WP and Print update diskettes, then store the original diskettes in a safe place.

Hard Disk Users

If you are installing WP and Print for the first time on your hard disk, you will want to use the installation programs. These programs will write all assign statements to your startup sequence for you. See *Installing on a hard disk* below for instructions.

If you are updating existing versions of WP and Print on your hard disk, you can install with or without the installation programs; just be sure you copy *all* of the files if you choose to copy the programs yourself.

Write Protect Your Diskettes

Before you begin, check to see that your WP and Print update diskettes are write protected. This will prevent them from being accidentally erased or damaged.

If you can see a small square hole in the upper left-hand corner of the diskette, it is write protected. If you see a black tab, turn the diskette over and slide the tab up to reveal the hole.

Installing on a hard disk

You can exit HDInstall.WP or HDInstall.PRT at any time by pressing Exit (F7) when a requester is on the screen.

HDInstall.WP

- 1 Start your computer as you normally would.
- 2 Insert the WP update diskette in **df0:**.
- 3 From the Workbench, double-click on the WP disk icon and then double-click the HDInstall.WP icon.
- 4 Select First time installation (F) or Update installation (U).
- 5 The cursor should now be in the Path box. If not, press the down arrow (↓) to move the cursor to the Path box. Type the path to the directory where you want the WordPerfect program, Speller, and Thesaurus files copied, then press **Return**.

If you do not know the correct syntax for typing a path, consult an AmigaDOS user's manual or your local Amiga dealer, or contact WordPerfect Customer Support.

The last two options are only accessible if you chose First Time Install. If you chose Update Install, the last two options are ghosted (you cannot select them), and you should continue with step 8.

- 6 Type **1** to choose No if you do not want the install program to modify your startup-sequence file. If you are unsure, leave this option at Yes. (Typing **1** toggles between Yes and No.)

If you leave this option at Yes (the default), the install program will modify your startup-sequence file to include a command that assigns the WordPerfect directories to the appropriate places. This tells WordPerfect where to find the necessary program files and the Speller and Thesaurus. If you choose No, you must manually insert the appropriate assign statements into your startup-sequence file.

Using the mouse:

Click on **First time installation** or **Update installation**.

Click in the Path box.

Click **Yes** or **No**.

The last option is accessible only if you chose Yes on the previous option (you do want the Install program to modify your startup-sequence file). If you chose No, the last option is ghosted (you cannot select it), and you should continue with step 8.

Using the mouse:

- 7 Type **2** to choose No if you do not have a self-booting hard drive. Otherwise, leave this option at Yes. (Typing **2** toggles between Yes and No.)

Click **Yes** or **No**.

You have a self-booting hard drive if you can boot your computer without any floppy disk in **df0**..

- 8 Press Return to continue the installation. If you wish to abort the installation, press Exit (F7).

Click **Continue** or **Cancel**.

If you are installing for the first time, a requester appears and tells you that a WordPerfect directory will be created and all WordPerfect files will be copied into that directory. If you are installing an update, a warning appears and lets you know that all your WordPerfect program files will be replaced with updated files.

Do not worry about your WordPerfect document files, the installation programs will not alter them in any way.

- 9 Type **Y** to continue or **N** to quit and return to the Workbench.

Click on **Yes** or **No**.

A requester appears and asks you to insert the WP update diskette in **df0**.. (It will already be inserted if you followed these instructions, but if it isn't, insert it now.)

- 10 Click **Continue**.

If you have any other WordPerfect programs running at this time, a requester appears and asks you to close the other programs and restart HDInstall.WP. Otherwise, HDInstall.WP will automatically update all of your WordPerfect program files.

A requester appears and asks you to insert the Speller/Thesaurus update diskette.

- 11 Insert the Speller/Thesaurus update diskette in **df0**..

A requester appears and tells you what will be written to the startup-sequence file.

Using the mouse:

- 12 Click **Continue**. InstallWP will automatically write the assign statements to your startup-sequence file.

A requester appears and reminds you to use HDInstall.PRT to update your Print files if you haven't already done so.

Click on **Yes** or **No**.

- 13 Click **Continue**.

When all of the files have been copied, a requester appears and lets you know installation is complete.

- 14 Click **Continue** to return to the Workbench or CLI.

HDInstall.PRT

- 1 Insert the of Print update diskette in **df0**:

- 2 From the Workbench, double-click on the Print disk icon and then on HDInstall.PRT. (From the CLI, change to **df0**: then enter **hinstall.prt**.)

- 3 Select hard disk system (C).

Click on **hard disk system**.

A requester appears and asks you if you are installing Print for the first time, or if you are updating a version currently on your hard disk.

- 4 Select First time installation (F) or Update installation (U).

Click on **First time installation** or **Update installation**.

If you are installing an update, a warning appears and lets you know that all of the current Print files will be replaced with the updated files.

- 5 Type **Y** to continue or **N** to quit and return to the Workbench.

Click on **Yes** or **No**.

A requester appears and asks you to insert the Print update diskette in **df0:**. (It will already be inserted if you followed these instructions, but if it isn't, insert it now.)

Using the mouse:

6 Click **Continue**.

A requester appears and asks you to enter the path to the Print directory.

7 Type the correct path, then click **Accept**.

A requester appears and asks you if you want your Printer.prt, Font.prt, and Feed.prt files replaced. If you have made any changes to these files that you do not want to lose, such as adding a font or customizing a printer driver, do not replace these files.

8 Type **Y** to update all Print files or **N** to update all Print files except Printer.prt, Font.prt, and Feed.prt. (It is not necessary to update Printer.prt, Font.prt, and Feed.prt to run the Print update.)

Click on **Yes** or **No**.

When all of the files have been copied, a requester appears and lets you know installation is complete.

9 Click **Continue** to return to the Workbench or CLI.

■ New Requesters

Many changes in this updated version of WP and Print involve a new style of requester. In most cases, a single requester has replaced a series of requesters.

To use the new requesters, you need to know how to type and edit in a text box, select numbered options, and use the Accept and Cancel buttons.

Enter and Edit Text

Before you can enter or edit text in a requester, the appropriate text box needs to be highlighted. To highlight a text box, press ↑ or ↓ to move from box to box (or click in the appropriate box).

Select Options

To select a numbered option from a requester, hold down the left Amiga key and press the appropriate number (or click on the appropriate button or box).

Numbered options can be selected without using the Amiga key, but if a text box is highlighted, the number you type will be inserted into that text box. To avoid confusion, use the Amiga key whenever you select a numbered option.

Accept or Cancel

Most of the new requesters have Accept and Cancel buttons. To accept the changes you have made and exit the requester, click on Accept. To cancel any changes and exit the requester, click on Cancel. You can also press F1 for cancel, F7 for accept, and Return to execute the default (the button with the bolded border).

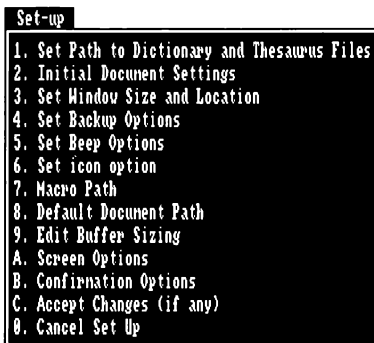
■ Set-up Menu

Several changes and additions have been made to the Set-up menu. To access the Set-up menu,

Using the mouse:

- 1 From a CLI prompt, enter **wp -s** (or wp:wp -s). After a few moments, the Set-up menu appears.

*Be sure to press the **Space Bar** before typing **-s**.*



When you finish using the Set-up menu,

- 2 Select Accept Changes (C) to accept any changes you have made and start WordPerfect

*Click on **Accept Changes** or **Cancel Set-up**.*

or

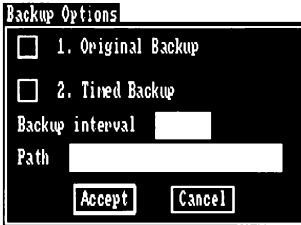
select Cancel Set-up (0) to ignore any changes and start WordPerfect.

A description of each of the new requesters and options on the Set-up menu follows. For complete information about each option, see *Set-up menu* in the *Installation* section of the *WordPerfect Manual*.

Set Backup Options

A single requester has replaced the series of four requesters that used to appear when you used this feature.

- 1 Select Set Backup Options (4) to display the Backup Options requester.



- 2 Select or de-select Original Backup (1).
- 3 Select or de-select Timed Backup (2).
- 4 Press ↑ or ↓ to highlight the Backup Interval box (if it isn't already highlighted), then type the number of minutes you want between each backup. For example, if you type 5, WordPerfect will back up the document every five minutes.
- 5 Press **Return** or ↓ to highlight the Path box, then enter the full path to the directory where you want the timed backup files stored (do not include a filename in the path).

WordPerfect will automatically backup the active document at the interval you have specified. If you experience a power failure or system error, the most recent backup copy will be saved in the directory you have specified.

Using the mouse:

Click on **Set Backup Options**.

Click on **Original Backup**.

Click on **Timed Backup**.

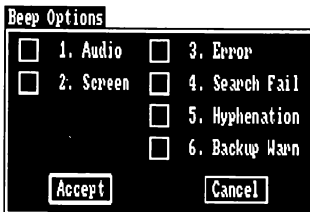
Click in the Backup Interval box to highlight it, then type a number.

Click in the Path box to highlight it, then type a path.

Set Beep Options

A single requester has replaced the series of three requesters that used to appear when you used this feature. In addition, two new options have been added.

- 1 Select Set Beep Options (5) from the Set-up menu to display the Beep Options requester.



- 2 Select or de-select Audio (1).

The Audio beep option is a new feature. If you select Audio and your computer is hooked up to a speaker with sound cables, you will hear an audible beep when an error occurs, a search fails, a hyphen needs to be inserted, or a backup is about to begin (depending on the options you have selected).

- 3 Select or de-select Screen (2) to turn the screen flash on or off.
- 4 Select or de-select any of the following options: Error (3), Search Fail (4), Hyphenation (5), Backup Warn (6), or any combination of options.

The Backup Warn option is a new feature. When Backup Warn is selected, a warning beep will occur three seconds before a timed backup starts.

Using the mouse:

Click on **Set Beep Options**.

Click on **Audio**.

Click on **Screen**.

Click on any option to select or de-select that option.

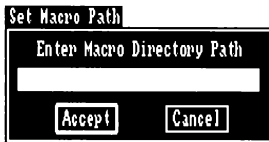
Set Macro Path

This is a new option on the Set-up menu. Use the Set Macro Path requester to tell WordPerfect where to store your macro files. (See *Macros* in the Reference section of the *WordPerfect Manual* for more information on Macros.)

Using the mouse:

- 1 Select Macro Path (7) from the Set-up menu to display the Set Macro Path requester.

Click on **Macro Path**.



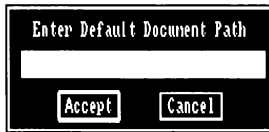
- 2 Enter the path of the directory where you want macro files stored. (For example, if you have created a directory called MACROS on your WP diskette and you want your macros stored in that directory, enter WP:MACROS.)

If you leave the box blank, WordPerfect will save to the directory that is active when you save the macro.

Default Document Path

This is a new option on the Set-up menu. The Default Document Path requester allows you to tell WordPerfect which directory to save to and retrieve from unless you specify otherwise in a file requester. (See *File Requesters* below.)

- 1 Select Default Document Path (8) from the Set-up menu to display the Default Document Path requester.



- 2 Enter the path of the directory that you want to save to and retrieve from.

If you leave the box empty, WordPerfect will save to and retrieve from the directory that is currently active, unless you specify otherwise in a file requester.

Using the mouse:

*Click on **Default Document Path**.*

Edit Buffer Sizing

This is a new option on the Set-up menu. The Edit Buffer Sizing requester allows you to better manage the memory available in your computer.

IMPORTANT: We recommend that you have a general understanding of computer memory management on the Amiga before changing the edit buffer size specifications. If you need assistance, please call customer support.

The Edit Buffer Sizing option allows you to adjust the amount of RAM that is reserved for the document you are going to edit or write. This has two purposes:

- You might want to limit the amount of memory your computer uses as an edit buffer so that you can save memory to run multiple applications.
- You might want to increase the amount of memory your computer uses as an edit buffer to prevent your document from “spilling over” into virtual memory, thereby taking up more room on disk and slowing down processing.

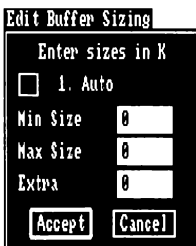
WordPerfect is shipped with edit buffer settings that are best for 512K users. If you have additional memory on your system, you may want to adjust the edit buffer settings to speed processing.

To change the size of your edit buffer,

- 1 Select Edit Buffer Sizing (9) to display the Edit Buffer Sizing requester.

Using the mouse:

Click on **Edit Buffer Sizing**.



- 2 Press ↑ or ↓ to highlight the Min Size box (if it isn't already highlighted), then type the minimum size of the edit buffer.
- 3 Press ↓ to highlight the Max Size box, then type the maximum size of the edit buffer.
- 4 Press ↓ to highlight the Extra box, then type the amount of space you want to reserve for editing changes. (The extra and minimum size combined should not exceed the maximum.)

You should set your edit buffer to accommodate the size of document you normally work on. For example:

If you typically work on small documents (1-20 pages), set your minimum at about 32, your maximum at about 64, and your extra between 5 and 10.

If you typically work on large documents (10-50 pages), set your minimum at 100, your maximum between 150 and 200, and your extra between 20 and 40.

Using the mouse:

Click in the Min Size box to highlight it, then type the number.

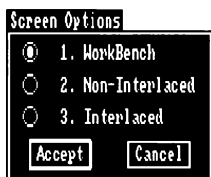
Click in the Max Size box to highlight it, then type the number.

Click in the Extra box to highlight it, then type the number.

Screen Options

This is a new option on the Set-up menu. The Screen Options requester allows you to run WordPerfect from the Workbench screen or from a custom WordPerfect screen.

- 1 Select Screen Options (A) to display the Screen Options requester.



Using the mouse:

*Click on **Screen Options**.*

- 2 Select one of the following options:

- Workbench (1). Use the Workbench screen if you have little memory to spare, or if you want to be able to easily access WordPerfect documents while running other applications.
- Non-Interlace (2). Use the Non- Interlaced screen if you want increased speed, reduced clutter, and normal screen resolution.
- Interlace (3). Use the Interlace screen if you want higher screen resolution (the Interlace screen has twice the normal amount of scan lines). Processing will be slower (unless the Workbench screen you normally use is interlace), and the screen may flicker. This option requires the most memory, but allows you to see larger portions of your document.

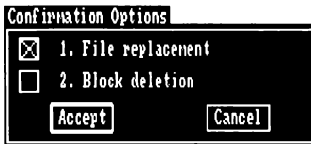
*Click on **Workbench**, **Non-Interlaced**, or **Interlaced**.*

Confirmation Options

This is a new option on the Set-up menu. The Confirmation Options requester allows you to set your defaults so that WordPerfect will not display a warning requester when you save changes to a document or delete a block of text.

Using the mouse:

- 1 Select Confirmation Options (B) from the Set-up menu to display the Confirmation Options requester.



Normally, when you save changes to a document, a requester appears and asks you if you want to replace the existing document. If you do not want this requester to appear,

- 1 Type **1** to de-select the File replacement box. If the box is not checked, the requester will not appear.

*Click on **File replacement**.*

Normally, when you delete a block of text, a requester appears and asks you to confirm the deletion. If you do not want this requester to appear,

- 2 Type **2** to de-select the Block deletion box. If the box is not checked, the requester will not appear.

*Click on **Block deletion**.*

■ File Requesters

The Save, Append, Merge, Retrieve, and List Files features all have new requesters. Each of these requesters contains a list window, text boxes, and buttons. The requesters are very similar except for minor variations. For information on how to use the requesters, see *Using the list window*, *Using buttons*, and *Using text boxes* below.

Save, Append, and Merge requesters.

Click here to read the directory

Click here for file info

Parent

Root

Drives

Sorted by Name

OK

Cancel

Path:

File:

The default button (bolded outline) appears as Save in the Save requester; OK in the Append Requester; OK in the Merge requester; and Retrieve in the Retrieve requester.

Retrieve requester

Retrieve...

Click here to read the directory	Click here for file info	↑ ↓	Parent
			Root
			Drives
			Sorted by Name
			New
			Open
			Retrieve
			Cancel

Path:

File:

List Files Requester

List Files

Click here to read the directory	Click here for file info	↑ ↓	Parent	1 Mark
			Root	2 Mark All
			Drives	3 Rename
			Sorted by Name	4 Print
				5 Text In
			New	6 Lock
			Open	7 Delete
			Retrieve	8 Copy
			Exit	9 Search

Path:

Dest:

Using the list window

The list window allows you to display the contents of directories, subdirectories, or any of your physical or logical devices.

Display a directory

To display the contents of a directory,

- 1 Click in the left column of the list window to see all the files and subdirectories in the current directory.

or

Press ↑ to highlight the Path box, then enter the path for any directory you want to see. (For example, df0:, WP:, Fred:letters/, etc.)

An asterisk (*) appears to the right of subdirectories.

*If you enter a directory that does not exist, a requester appears and asks you if you want to create that directory. Type **Y** if you do and **N** if you do not.*

You can enter a filename pattern in the path box to display files. For example, df0:*.86 would list all files with an extension of 86 on df0:, or WP:BOB* would list all files on WP: that begin with BOB.

Display a subdirectory

To display the contents of a subdirectory,

- 1 Double-click on the name of the subdirectory.

Check the status of a file or directory

The right column of the list window is the status column. This column can show the size of the file or subdirectory, the date or time it was last saved, or its protection status. However, it only shows one of these at a time (the default is size). To view the other status displays,

- 1 Click in the status column until the display you want appears.

View the list window contents

Occasionally the list of subdirectories and files is larger than the list window can display. To view the entire list, you will need to scroll through the list window. You can scroll several different ways:

One Line at a time

Press **↑** or **↓** on the numeric keypad.

Using the mouse:

Click on the scroll arrow in the list window.

One window at a time

Press **page up** or **page down** on the numeric keypad.

Click in the scroll bar above or below the scroll box.

Beginning or end of list

Press **Home**, **Home ↑** or **Home**, **Home ↓** on the numeric keypad.

Drag the scroll box to the top or bottom of the scroll bar.

A given file

Type the filename immediately after displaying the file list.

When you type the first letter or character of the name, the cursor jumps to the first file that begins with that letter. As you continue to add letters to the name, the cursor jumps to the first filename that matches the displayed letters.

You may only need to type part of the filename to move the cursor to that file.

If you want to search for a file that starts with a character other than a letter of the alphabet, type a letter, press Backspace, then type the correct character and continue.

Select Files

Several options in the file requesters require you to select a file or files on which to perform the option. Press **↑** or **↓** on the numeric keypad (or click on the filename) to select the file you want.

Using text boxes

Each of the requesters has a Path box and a File box (or a Destination box). Use these boxes to manage the contents of the list window.

Using the mouse:

Path and File boxes

The Path box allows you to directly enter the path for the file(s) you want to work with. The File box allows you to enter the name of a file you want to work with.

If you know the exact name and path of the file you want to open or retrieve, you can use the Path and File boxes to do so without using the list window.

- 1 Press ↑ on the non-numeric keypad to highlight the Path box, then type the path. (If the file is located in the current path, you can skip this step.)
- 2 Press ↓ on the non-numeric keypad to highlight the File box, then type the name of the file.

Click in the Path box.

Click in the File box.

Destination box

In the List Files requester, the Destination box is used to specify where you want to send files when you use the Copy or Rename features.

When you use any other option in the List Files requester, you must highlight the appropriate file(s) in the list window.

Using buttons

In most cases you will need to click on a button to select an option. If a button is numbered, you can choose the option by holding down the left Amiga key and pressing the appropriate number. The following buttons appear in all file requesters:

Parent

To display the parent of the current directory,

- 1 Click on **Parent**.

By continuing to click on Parent, you can keep moving back through the path until you reach the root.

Root

To go directly to the root directory,

- 1 Click on **Root**.

Drives

To display a list of all the drives, assigns, and diskettes currently in use on your system,

- 1 Click on **Drives**.

The status column lets you know if an item in the list window is a drive (DRIVE), assign (ASSIGN), or a diskette (VOLUME).

- 2 Double-click on a device or diskette name to display its files and subdirectories.

Sort by Name, Date, or Size

When you display a list of directories and files, they appear in alphanumeric order. You can change this order to sort them by date or size:

- 1 Click on **Sorted by**.

The button name changes to indicate the new sort order.

Cancel

Most of the file requesters have a cancel button that allows you to exit the requester without saving changes.

To cancel changes and exit the requester,

- 1 Click on **Cancel**.

OK/Save

The default button in most file requesters is labeled OK. When you click OK in the Append requester, the block of text is appended to the file you have selected. When you click OK in the Merge requester, you accept the primary and secondary files you have selected and begin the merge. If you click Save in the Save requester, the file you selected is saved under the filename you typed in the File box.

Retrieve and List Files buttons

The following three buttons are found in the Retrieve and List Files requesters.

New

This option opens a new document window.

Open

This option opens the file indicated in the File box into its own window. (The file must be a WordPerfect document.)

Retrieve

This option retrieves the file indicated in the File box into the document currently active. (The file must be a WordPerfect document.)

The following buttons are found only in the List Files requester. Each button is numbered and can be selected either by typing the appropriate number or by clicking on the button.

Mark (1)

This option allows you to select a group of files. When you select Mark, a requester appears. Enter a search pattern for the files you want to mark. Use an asterisk (*) to represent a string of characters of any length (including 0) and a question mark (?) to represent a single character. For example, if you want to mark all files that end with ".info" type *.info as the search string. If you want to mark all files the begin with "r" and end with "d" and have only one letter between, type r?d as the search string.

Using the mouse:

Mark All (2)

This option selects or de-selects all the files in the list window.

Rename (3)

This option allows you to change the name of a file or directory, or move a file to a different location. You can only move the file within the same physical device. If you need to copy the file to a different physical device, use the Copy option.

To change the name of a file or directory, or move it to a new location,

- 1 Select the file or directory. (See Selecting files above.)
- 2 Select Rename (2).
- 3 Enter the new filename (or pathname and filename, if changing the file's location) in the text box.

Click on a file or directory.

*Click on **Rename**.*

Print (4)

This option sends the selected file(s) to the printer. The file(s) must be WordPerfect documents or text files.

Text In (5)

This option retrieves a non-WordPerfect file into the edit buffer as a text file so that you can save it as a WordPerfect file.

Look (6)

This option allows you to check the contents of a file without retrieving or opening it. You can only use this option with one file selected at a time.

You can use the arrow keys, Screen Up, Screen Down, Page Up and Page Down to scroll through the text. You cannot edit in the Look window. When you finish viewing the file, press F7 to get back to the List Files requester.

Using the mouse:

Click on the close gadget to return to the List Files requester.

Delete (7)

This option deletes selected files and subdirectories. (Subdirectories must be empty to be deleted.)

Copy (8)

This option copies the selected file(s) to another directory or drive.

- 1 Select the file(s) you want to copy (see *Selecting Files* above).
- 2 Select Copy (8).
- 3 Enter a path in the Destination box.

Click on a filename.

*Click on **Copy**.*

The file(s) will be copied to the new directory or drive.

Search (9)

This option searches for all the files (or all of the marked files) in the list window that contain one or more specified words, or words that match a pattern.

To search for file(s),

- 1 Select Search (9).
- 2 Enter a search string (any string of characters or a pattern).

*Click on **Search**.*

If you search for a phrase that contains space(s) at the beginning or end, enclose the phrase in double quotation marks.

You can use the asterisk (*) and question mark (?) to create a pattern. The asterisk matches a string of characters of any length (including 0). A question mark matches a single letter. For example:

Cash	Selects all files that contain the word <i>cash</i> .
b?ll	Selects all files that contain words that match the b?ll pattern (e.g., bill, ball, bell, bull).
re*sion	Selects all files that contain words that match the re*sion pattern (e.g., recession, regression, recursion).

You can also use the semicolon, space, and comma as logical operators. The semicolon(;) and space select files that have both words (AND). The comma (,) selects files that have either word (OR). For example:

Wages;Salary	Selects all files that contain both Wages and Salary.
Wages,Salary	Selects all files that contain either Wages or Salary.
Wages,Salary Hourly	Selects all files that contain either Wages, or Salary and also Hourly.

Exit

This option exits the List Files file requester. The current entry in the Path box is remembered until you use List Files again or exit WordPerfect.

■ Column Definition Requester

A single requester has replaced the series of requesters that used to appear when you used the Column Def feature.

- 1 Press **Math/Columns** (Alt-F7) and select Columns Def (4) to display the Columns Def requester.

Using the mouse:

*Highlight **Columns** on the Special menu, then choose **Define**.*

Column Definition

Spacing:

Number of Columns (2-5)

Spacing Between Columns

Type:

☒ 1. Newspaper

☐ 2. Parallel

☐ 3. Evenly Spaced Columns

☐ 4. Columns ON

Column	Left	Right
1:		
2:		
3:		
4:		
5:		

Accept

Cancel

- 2 Select Newspaper Columns (1) or Parallel Columns (2).

*Click on **Newspaper** or **Parallel**.*

- 3 Use the arrow keys to highlight the Number of Columns box, then type in the number of columns you want.

Click on the Number of Columns box.

- 4 Follow the instructions below to set up your column margins:

If you want evenly spaced columns,

- Press ↓ until the Spacing Between Columns box is highlighted, then enter the amount of space you want between columns.
- Select Evenly Spaced Columns (3).

Click on the Spacing Between Columns box.

*Click **Evenly Spaced Columns**.*

If you want unevenly spaced columns,

- Press ↓ to highlight the Left box for column 1, then type the left margin position for column 1.
- Press ↓ to highlight the Right box for column 1, then type the right margin position for column 1.

Click on the left box for column 1.

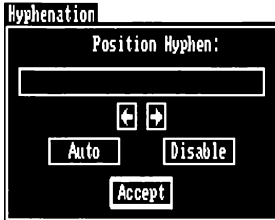
Click on the right box for column 1.

- Repeat these steps for as many columns as you have chosen.
- 5 Make sure the Columns On box is selected so that columns will be turned on when you exit the requester.

■ Hyphenation Requesters

The requester that appears when WordPerfect needs to hyphenate a word has changed.

Using the mouse:



Use the right and left arrows to move the hyphen forward or backward through the word.

Auto

Click on Auto to have WordPerfect automatically hyphenate for you. See *Auto Hyphenation* below for more information.

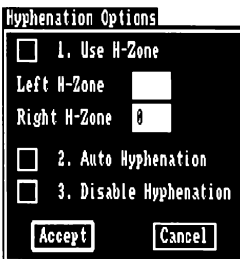
Disable

Click on Disable to turn hyphenation off. See *Disable Hyphenation* below for more information.

In addition to this requester, a single requester has replaced the series of three requesters that used to appear when you used the Hyphenation Options feature.

- 1 Press **Line Format (Shift F8)**, then select Hyphenation (5) to display the Hyphenation Options requester.

*Highlight **Line** on the Format menu, then choose **Hyphenation**.*



Two new options, Auto Hyphenation and Disable Hyphenation, are available in the Hyphenation Options requester.

Using the mouse:

Auto Hyphenation

When Auto Hyphenation is turned on, words are automatically hyphenated according to a set of hyphenation rules within WordPerfect (without bringing up the Hyphenation requester every time a word needs to be hyphenated). If you need to change the position of a hyphen that WordPerfect inserts, type a hyphen (-) at the required position, then delete the hyphen inserted by WordPerfect.

To select and de-select Auto Hyphenation,

- 1 Select Auto Hyphenation (2).

Click on **Auto Hyphenation**.

Disable Hyphenation

When you disable hyphenation, WordPerfect will ignore the right margin setting and extend the line until it encounters a space. Words or characters after the space will be wrapped to the next line. This is useful for importing modem files or files from electronic services that typically use control characters to pad space that isn't used up with text. (If hyphenation is not disabled, the hyphenation requester will keep appearing asking you to hyphenate.)

To select and de-select Disable Hyphenation.

- 1 Select Disable Hyphenation (2).

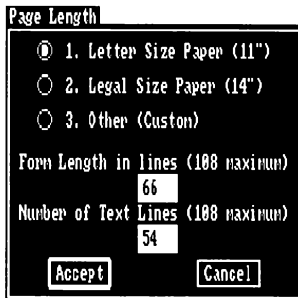
Click on **Disable Hyphenation**.

Disabling hyphenation should be considered a temporary solution to formatting problems. You must reformat the document (either with or without hyphenation) before saving or printing the file. If you try to save while hyphenation is disabled, a requester will appear to allow you to enable hyphenation and reformat the document.

■ Page Length Requester

A single requester has replaced the series of requesters that used to appear when you used this feature.

- 1 Press **Page Format** (Alt-F8) and select Page Length (4) to display the Page Length requester.



The screenshot shows a dialog box titled "Page Length". It contains three radio button options: "1. Letter Size Paper (11")", "2. Legal Size Paper (14")", and "3. Other (Custom)". Below these options are two input fields: "Form Length in Lines (100 maximum)" with the value "66" and "Number of Text Lines (100 maximum)" with the value "54". At the bottom of the dialog are two buttons: "Accept" and "Cancel".

- 2 Select Letter Size (1), Legal Size (2), or Other (3).
- 3 Press ↑ to highlight the Form Length box, then type the number of form lines you want per page.
- 4 Press ↓ to highlight the Text Lines box, then type the number of text lines you want per page.

Using the mouse:

Highlight **Page** on the Format menu, then choose **Page Length**.

Click on **Letter Size**, **Legal Size**, or **Other**.

Click in the *Form Length* box.

Click in the *Text Lines* box.

■ Print File Requester

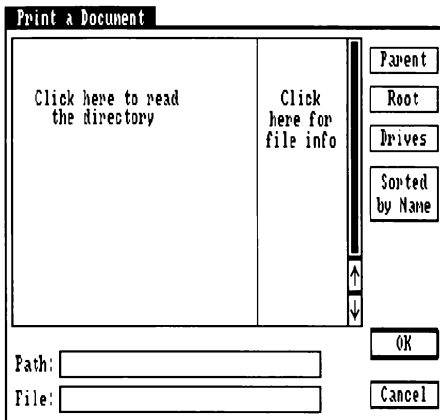
A single requester has replaced the series of requesters that used to appear when you selected Print a Document (P). This requester works very much like the new file requesters in WordPerfect. (See *File Requesters* above for complete information about how to use the list window, text boxes, and buttons.)

- 1 Press **Print** (Shift-F7) to display the Print Options window.
- 2 Select Print a Document (P) to display the requester.

Using the mouse:

Choose **Control** on the Print menu.

Click on **Print a Document**.



To select a file to print,

- 1 Type the directory path in the Path box, or use the buttons and list window to display the directory you want.
- 2 Type the filename in the File box, or click on a filename in the list window.
- 3 Click **OK** to exit the requester and start printing.

You can print as many documents as you wish. Continue to select Print a Document (P) and enter the Path and Name for each file you want to print.

■ Printer Options Requester

A single requester has replaced the series of requesters that used to appear when you used the Print Options or Select Printer features.

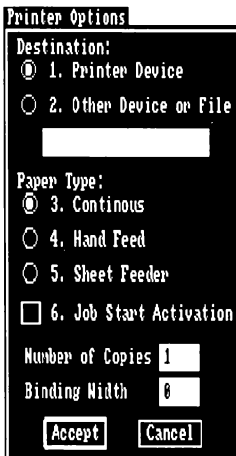
Using the mouse:

To display the Printer Options requester,

- 1 From the Print Control window, select Change Print Options (1) or Select Printers (3).

Click on **Change Print Options** or **Select Printers**.

If you choose Select Printers (3), a requester appears and allows you to select your printers and default printer configurations. (Choose Amiga Printer if you want to print using the Amiga preferences printer drivers.) Change Print Options (1) lets you temporarily change any of the printer configurations you selected in Select Printers. In either case, the Printer Options requester appears.



The screenshot shows a dialog box titled "Printer Options". It contains the following elements:

- Destination:**
 - ☒ 1. Printer Device
 - ☐ 2. Other Device or File
 - A text input field below option 2.
- Paper Type:**
 - ☒ 3. Continuous
 - ☐ 4. Hand Feed
 - ☐ 5. Sheet Feeder
 - ☐ 6. Job Start Activation
- Number of Copies** 1 (in a text field)
- Binding Width** 0 (in a text field)
- Accept** and **Cancel** buttons at the bottom.

To effect changes with the Change Print Options menu, you must leave the Printer Control window open. If you close the Printer Control window, the printer configurations will return to the defaults, nullifying the changes you may have made. Use the back-gadget to move the Printer Control window behind the WordPerfect window.

- 2 Select Printer Device (1) if you want to print to an Amiga preference driver.

or

Select Other Device or File (2), then press ↑ to highlight the box directly below and enter the name of the device you want to print to.

If you are printing to WP drivers, enter PAR: if your printer is hooked up to a parallel port, or SER: if your printer is hooked up to a serial port. (Most printers are hooked up to the parallel port.)

- 3 Select either Continuous (3), Hand Feed (4), or Sheet Feed (5) to determine how paper will be fed to your printer.
- 4 Select Job Start Activation (6) if you want to be notified each time a new print job starts.
- 5 Press ↓ to highlight the Number of Copies box, then type the number of copies you want to print.
- 6 If you want to determine a binding width, press ↓ to highlight the Binding Width box, then type a binding width.

Using the mouse:

Click on **Select Printer Device**.

Click on **Select Other Device or File**.

Click on **Continuous, Hand Feed, or Sheet Feed**.

Click on **Job Start Activation**.

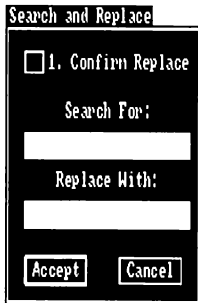
Click in the *Number of Copies* box.

Click in the *Binding Width* box.

■ Search and Replace Requester

A single requester has replaced the series of three requesters that used to appear when you used this feature.

- 1 Press **Replace** (Alt-F2) to display the Search and Replace requester.



- 2 Select or de-select Confirm Replace (1).
- 3 Use the arrow keys to highlight the Search For box, then type the search string. (Insert a code into the search string by pressing the keystrokes you would press to execute a feature.)
- 4 Press ↓ to highlight the Replace With box, then type the replacement string or codes.
- 5 Click on **Accept** to accept changes and begin searching and replacing.

Using the mouse:

Choose **Replace** on the Search menu.

Click on **Confirm Replace**.

Click in the Search For box.

Click in the Replace With box.

■ Document Preview

As you create and edit documents in WordPerfect, you do not see such things as headers, footnotes, or page numbering. The Document Preview feature lets you see all the elements of your document together. You can check things like footnote and endnote placement, page numbering, and center page, to see if the document is formatted the way you want before you print it.

Using the mouse:

Using Document Preview involves three basic steps:

- 1 Select the preview print driver. (You only have to do this the first time.)
- 2 Print your document to disk.
- 3 Retrieve the document into the Document Preview program.

Select the Preview Print Driver

Selecting the Preview print driver is just like selecting any other print driver. Before you do so, however, you should run the print install program (HDInstall.PRT) to update your print files (if you have not already done so). For complete instructions on using the print install program, see the Installation section in these Update pages.

To select the Preview print driver,

- 1 From within WordPerfect, press **Print** (Shift-F7) and select Printer Control (3) to display the Printer Control window.
- 2 Select Select Printers (3) to display the Select Printer window.
- 3 Press the Right Arrow (→) or Left Arrow (←) keys to designate the printer letter (A-F) you want to assign to the preview driver.

Choose **Printer Control** on the Print menu.

Click on the top portion of the printer letter (A-F) to move forward through the alphabet, and on the bottom portion of the letter to move backward.

You probably don't want the preview print driver to be Printer A, since that is the default printer driver.

- 4 Use the arrow keys to move to the **Preview** print driver (the drivers are listed alphabetically).

If it is not listed, you have probably not updated your printer files. See the instructions under Installation in these update pages for details about using the print install program.

- 5 Highlight **Preview** and press **Return**.

The Print Options window appears. The box under Other Device or File is highlighted.

- 6 Type a filename in the box. You can include a path if you wish.

This is the name of the file you will retrieve into Document Preview. Document Preview always tries to retrieve the file **preview.wp** from the **print:** directory when it starts up, so if you want the file to be automatically retrieved, enter **print:preview.wp** in the box.

- 7 Hold down the left Amiga key and type **2** to select Other Device or File (2).
- 8 The paper type should already be Continuous (3). If it is not, or if you changed it to something else, hold down the left Amiga key and type **3** to select Continuous (3) as the paper type.

Whether Job Start Activation (6) is turned on or off does not affect Document Preview.

The number of copies defaults to 1. Don't change this setting.

- 9 Select a binding width.

Any change you make to the binding width will show up in Document Preview. For more information about the Binding Width feature, see Binding Width in the Reference section.

Using the mouse:

*Use the Scroll Bar to locate the **Preview** print driver.*

*Double-click on **Preview**.*

*Choose **Other Device or File**.*

*Choose **Continuous**.*

10 Press **Exit** (F7) to accept the settings and exit the Print Options window.

*Click on **Accept**.*

A requester appears to ask you whether you want to save the definition.

11 Type **y** to save the changes you made.

*Click on **Yes**.*

12 Press **Exit** (F7) to exit the Select Printers window.

Click on the Close gadget of the Select Printers window.

A requester appears asking if you want to copy your printer selections to small files. If you copied the large print files to your hard disk (using the print install program, for example), choose No. Otherwise, choose Yes.

13 Type **y** or **n**.

*Click on **Yes** or **No**.*

14 Press **Exit** (F7) to exit the Printer Control window and return to a document window.

Click on the Close gadget of the Print window.

Print Your Document to Disk

Printing your document to disk for use with Document Preview is just like printing any other document to disk. You must, however, choose the Preview driver from the Printer Letter menu first.

Using the mouse:

To print your document to disk,

- 1 Retrieve the document you want to preview.

If you do not know how to retrieve a document into WordPerfect, see Retrieve or List Files in the Reference section.

- 2 Press **Print** (Shift-F7) and select Printer Control (3).

*Choose **Printer Control** on the Print menu.*

- 3 Select Change Print Options (1).

*Choose **Change Print Options**.*

The Printer Letter menu appears.
Choose the Preview driver.

- 4 Type the letter that corresponds to the Preview print driver.

The Printer Options window appears.

*Click on **Accept**.*

- 5 Press **Exit** (F7) to exit the Printer Options window.

- 6 Click on the document window to activate it.

Do not close the Print window. You can use the Back gadget to move the Print window behind the document window, or you can use the Zoom gadget to resize the Print window, but it must remain open.

- 7 Press **Print** (Shift-F7) and select Full Text (1) or Page (2).

*Choose **Full Text** or **Page** on the Print menu.*

To print a range of pages to disk,

- 1 Save the document.

See Save in the Reference section for more information.

- 2 Follow steps 2-5 above.

3 Type **p** (Print a Document) with the Print window active.

*Choose **Print a Document**.*

A requester asks you for the name of the document to be printed.

4 Type the name of the document.

Two requesters ask you to specify the starting and ending pages.

5 Specify the starting and ending pages.

The document is printed to disk. If the document prints to your printer instead, you probably selected the wrong printer letter when you changed the print options.

Run Document Preview

The Document Preview program, like the Print program, can be run from within WordPerfect or on its own.

To run Document Preview,

1 Press **Print** (Shift-F7) and select Preview (4).

*Choose **Preview** on the Print menu.*

or

Double-click on the Preview icon (located in the **print** drawer, which is in the **wp** drawer if you used the install programs).

or

Type **print:pv** at any CLI prompt.

Retrieve a Preview Document

To preview a document, you must first print it to disk (see Print Your Document to Disk above). You cannot retrieve a WordPerfect document, or any other type besides preview documents, directly into Document Preview.

Using the mouse:

If you chose **print:preview.wp** as the path and name of the file you printed to disk, it is automatically retrieved when you run the Document Preview program. If you chose another name or a path other than **print:**, you must retrieve the document to preview it. You can, however, change the default path to something other than **print:**. (See Setup under Special Menu below for more information.)

To retrieve a preview document,

- 1 Run the Document Preview program (see Run Document Preview above).
- 2 Press **Retrieve** (Shift-F10).

Choose **Retrieve** on the Project menu.

The Retrieve requester appears. For information about using the Retrieve requester, see File Requesters in these Update pages.

- 3 After the files are listed, highlight the file you printed to disk.
- 4 Press **Return**.

Click on **Retrieve**.

The document appears in the window.

You can use the tools in the Tools window or the commands on the pull-down menus to see other parts of the document, print the document, or customize the way Document Preview works.

For information about the preview commands and tools, see the appropriate sections below.

Project Menu

The commands in the project menu are identical to those in the Project menu of WordPerfect, except for the Exit command. For information about these commands, look under the name of the command in the Reference section.

Pressing **Exit** (F7) displays a requester that asks you if you want to exit the Preview program. You can choose Yes, No, or Cancel. Choose Yes to exit Document Preview. Choose No to stay in Document Preview but close the current preview document. Choose Cancel to stay in Document Preview and leave the current preview document open.

Page Menu

The commands on the Page menu let you preview a different page of the document.

Goto Page (Ctrl-Home)	The Goto Page command lets you move to any page in the document. The pages are numbered sequentially, starting with 1, regardless of any page renumbering in the document.
--------------------------	--

Previous Page (PgUp, 9 on the numeric keypad)	The Previous Page command displays the page just before the one currently displayed.
--	--

Next Page (PgDn, 3 on the numeric keypad)	The Next Page command displays the page just after the one currently displayed.
--	---

Print Menu

Although you can print a preview document, it is not the same as printing the corresponding WordPerfect document while in WordPerfect. When you print a preview document, you are printing a graphic image of the document using whichever Amiga printer driver is currently selected in Preferences.

Since the print job is sent as a graphic, the driver you have selected in Preferences must be compatible with your printer and a graphic driver as well.

The printer drivers used in Preferences are not written nor supported by WordPerfect Corporation. For more information about selecting and using Amiga printer drivers (or how to obtain additional drivers), consult your Amiga user's manuals, your local Amiga dealer, or Commodore-Amiga, Inc.

There are two options on the Print menu—Full Text and Page.

Full Text Prints the entire preview document.

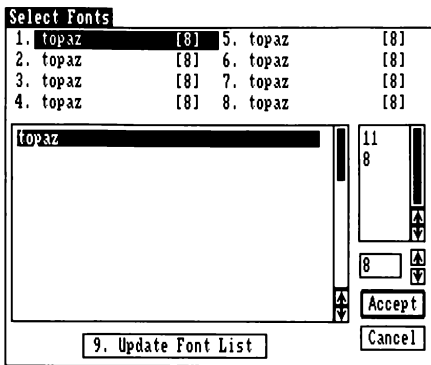
Page Prints the page currently displayed.

Special Menu

The Special menu lets you change the way the Document Preview program works, including changing screen fonts, colors, and magnification. (Magnification only works if you are running on Workbench 2.0 or higher). You can also open or close the Tools window and save many changes to the program settings using the Setup command.

Select Fonts

The Document Preview program uses Amiga screen fonts to display preview documents. The default system font (usually Topaz) is used to display all the text in the document, unless you make changes using the Select Fonts requester.



Using the mouse:

Each WordPerfect printer driver has eight available fonts. (A font in WordPerfect may mean a different size or style of characters not necessarily a different typeface.) You can use the Select Fonts requester to assign different Amiga screen fonts to each of the eight fonts available in WordPerfect.

The fonts available in the list box are those installed in your system. For information about installing or obtaining additional screen fonts, see your Amiga dealer or contact Commodore-Amiga, Inc.

The appearance of the characters in Document Preview does not necessarily correspond to their appearance when printed from WordPerfect. Document Preview is designed primarily to show the placement of the text on the page. The Select Fonts requester, however, lets you approximate the appearance of the printed document if you have screen fonts that are similar to the available printer fonts.

To assign Amiga screen fonts to WordPerfect fonts,

- 1 Press **Select Fonts** (F8).
- 2 Type the number (1-8) of the WordPerfect font you want to assign.

Choose **Select Fonts** on the Special menu.

Click on one of the WordPerfect fonts (1-8).

- 3 Use the Up Arrow (↑) or Down Arrow (↓) keys to scroll through the list of available screen fonts. Highlight the screen font you want to assign to a WordPerfect font.

Use the scroll bar or the scroll arrows to scroll through the list. Click on the screen font you want.

- 4 If you have installed a new screen font on your computer and it does not show up in the list, or if you have reassigned the **fonts:** directory, type **9** to scan your **fonts** directory for new font files.

*Click on **Update Fonts**.*

- 5 Press **Return**.

The highlight bar is now in the size list.

- 6 Highlight the size you want and press **Return**.

Use the scroll bar or the scroll arrows to scroll through the list. Click on the size you want.

If you are running on Workbench 2.0, pressing **Return** moves you to another box where you can type an exact size, or you can press **Return** again to accept the size highlighted above in the size list.

- 7 Repeat steps 2-5 to assign any additional fonts.

- 8 Press **Exit** (F7) to accept any changes you have made or **Cancel** (F1) to cancel them.

*Click on **Accept** or **Cancel**.*

Colors

The Colors requester lets you change the RGB values of the four system colors. This requester works like the colors portion of the Preferences requester. For more information about choosing colors, see your Amiga owner's manual.

Close/Open Tools

This command lets you close the tools window if it is open, or open it if it is closed. Press F4 to toggle between Open or Closed.

Magnify 50%/100%

The Magnify option lets you preview a document at 100% (so it is easier to read the text) or at 50% (so you can see the whole page). Press F6 to toggle between 100% and 50%.

The 50% magnification option is accessible only if you are running on Workbench 2.0 or later; otherwise it is ghosted (you cannot select it).

Setup

The Setup command lets you save changes to Document Preview settings as the defaults (in effect every time you open Document Preview).

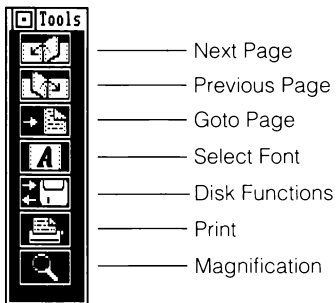
When you press **Setup** (Shift-F1) on the Special menu, the Setup menu appears. Each of the options on the Setup menu is described below.

Select Default Fonts	Selecting this option displays the Select Fonts requester. (See Select Fonts above for information about using this requester.) Any changes you make can be saved as defaults.
Default Magnification	This option lets you choose 50% or 100% as the default magnification. It is only available if you have Workbench 2.0 or higher.
Tools Window Option	You can choose to have the Tools window open or closed when you enter Document Preview.

Default Path	The path you type here is where Document Preview will look first for your preview files. It is also where Document Preview will look for the file preview.wp when it starts up.
Original Defaults	Selecting this option causes all default settings to revert to the way they were when the program was shipped.
Save Defaults	Select this option to save any changes you have made and exit Setup.
Cancel Setup	Select this option to leave Setup without saving any changes you have made.

The Tools Window

The Tools window provides a quick and easy way to use some of the features of Document Preview.



Next Page	The Next Page icon is the same as the Next Page command on the Page menu (see Next Page under Page Menu above).
Previous Page	The Previous Page icon is the same as the Previous Page command on the Page menu (see Previous Page under Page Menu above).
Goto Page	The Goto Page icon is the same as the Goto Page command on the Page menu (see Goto Page under Page Menu above).
Select Fonts	The Select Fonts icon is the same as the Select Fonts command on the Special menu (see Select Fonts under Special Menu above).
Disk Functions	The Disk Functions icon lets you access the Retrieve or List Files requesters so you can retrieve a preview document (see Retrieve a Preview Document above for more information).
Print	The Print icon lets you print the entire preview document or a single page (see the information under Print Menu above).
Magnification	The Magnification icon lets you choose between 100% and 50% magnification (see Magnification 50%/100% under Special Menu above for more information). The 50% option is accessible only if you have Workbench 2.0 or higher.

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Additional Customer Support Numbers

In order to accommodate the increasing amount of customer phone calls, we have added the following numbers to our customer support phone system.

IBM Personal Computers (and compatibles)

DataPerfect	(800) 321-3249
Installation	(800) 321-3254
Networks	(800) 321-3389
PlanPerfect	(800) 321-3248
Repeat Performance	(800) 321-3253
WordPerfect	
Features	(800) 541-5096
Graphics	(800) 321-3383
Printers	(800) 541-5097
5.0 Installation	(800) 533-9605
Other General Questions	(800) 321-3349
WordPerfect Executive	(800) 321-3253
WordPerfect Library	(800) 321-3253
WordPerfect Office	(800) 321-3253

Other Personal Computers

For any questions concerning WPCorp software for the Amiga, Apple, Atari, Macintosh, or OS/2, use the appropriate number below.

Amiga	(800) 321-3204
Apple	(800) 752-7744
Atari	(800) 321-3271
Macintosh	(800) 336-3614
OS/2 Support	(800) 321-1230

Change of Address Card

Please use this postcard to notify WordPerfect Corporation if you change your name or address. We need this information so we can continue to serve you in the most efficient way possible.

Name _____
Product Name _____
License No. _____
Company Name _____
Old Address _____
City _____ State _____ ZIP Code _____
New Address _____
City _____ State _____ ZIP Code _____
Phone _____

Postage is required if you mail this card outside the United States.

Change of Address Card

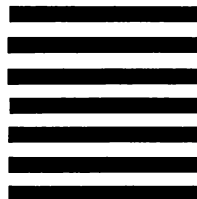
Please use this postcard to notify WordPerfect Corporation if you change your name or address. We need this information so we can continue to serve you in the most efficient way possible.

Name _____
Product Name _____
License No. _____
Company Name _____
Old Address _____
City _____ State _____ ZIP Code _____
New Address _____
City _____ State _____ ZIP Code _____
Phone _____

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UNITED STATES



BUSINESS REPLY MAIL

FIRST-CLASS MAIL PERMIT NO 36 OREM UT

POSTAGE WILL BE PAID BY ADDRESSEE

WORDPERFECT CORPORATION
CUSTOMER REGISTRATION
1555 N TECHNOLOGY WAY
OREM UT 84057-9971



NO POSTAGE
NECESSARY
IF MAILED
IN THE
UNITED STATES



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